OFFICIAL FUNCTIONS COMMITMENT REQUEST		NO REQUEST CONSECUTIVELY EACH FISCAL YEAR AGENCY REQUEST NO.	
		AGENOT REGOEST NO.	
DEPARTMENT DIVISION OR AGENCY		SUBORDINATE AGENCY	
TYPE OF FUNCTION (Group Luncheon. Reception. etc.)		FUND NUMBER	DATE OF FUNCTION
PURPOSE OF FUNCTION		AGENCY CODE	DIRECT COSTS
			FUNCTION \$
		APPROPRIATION CODE	RELATED COSTS TRAVEL
			\$
		OBJECT CODE (4180)	PER DIEM/SUBSISTENCE
		ORGANIZATION CODES	REGISTRATION FEE
		CASH/GRNT PROJ. PROG. RPTG CAT	OTHER
		TOTAL COST	s
_OCATION OF FUNCTION			NO PERSONS ATTENDING
SIGNATURE OF PERSON CERTIFYING AVAILABILITY OF FUNDS	TITLE		DATE
APPROVAL OF DEPARTMENT HEAD OR AUTHORIZED DELEGATE	TITLE		DATE
	ı		<u>'</u>

The department executive director, the chief executive officer of an institution of higher education, or his designee must approve an official function. Official functions estimated to exceed one hundred dollars (\$100.00) must be authorized prior to its occurrence. An official function estimated to cost one hundred dollars (\$100.00) or less may be approved after it occurs.

STATE EMPLOYEES ATTENDING THE OFFICIAL FUNCTION		
Name (INCLUDE AND SPOUSE IF ATTENDING1	POSITION TITLE	
VISITING GUESTS OR DIGNITARIES	ATTENDING THE OFFICIAL FUNCTIONS	
Name [INCLUDE AND SPOUSE' IF ATTENDING,	AFFILIATION (IF ADDITIONAL SPACE IS REQUIRED ATTACH EYTRA SHEET)	